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[5/3/76]

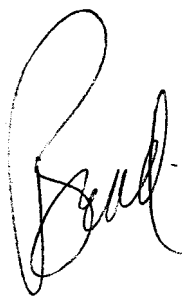
THE WHITE HOUSE  
WASHINGTON

May 20

Eleanor

These are the originals  
signed by the President and Bennett.

We have made plates for  
reproduction purposes and I figured  
you would prefer having the originals  
returned for your own special archives.

A handwritten signature in cursive script, appearing to read "Paul". The signature is written in dark ink and is positioned in the lower right quadrant of the page.

THE PRESIDENT HAS SEEN. . . .

THE WHITE HOUSE

WASHINGTON

5/15/76

May 3, 1976

MEMORANDUM FOR THE PRESIDENT

THROUGH: RICHARD B. CHENEY

FROM: DOUGLAS P. BENNETT **DPB**

SUBJECT: Orientation Program Notebook

As you know, we have established an orientation program for senior policy executives new to the Executive Branch.

In addition to a two-day seminar during which the new executives meet with senior level members of the Administration, a notebook describing responsibilities of the key departments and agencies and the White House will be distributed to these individuals shortly after their nomination.


I have attached a letter for your signature (Tab A) which would be used as an introduction to the notebook.

Also attached for your information is a letter from me (Tab B) to be included in the notebook which explains more specifically the elements of this program.

A mock-up of the notebook itself is at Tab C.

Attachments

5/17/76 - Material reviewed and approved.



T  
A  
B

A

THE WHITE HOUSE

WASHINGTON

May 18, 1976

TO NEW SENIOR POLICY APPOINTEES

Welcome to the Administration and to this orientation program which has been designed specifically for new senior-level appointees.

I am delighted that this program is available to you. I believe that it will serve to familiarize you with the processes of the legislative and executive branches, and, most importantly, with the new range of responsibilities which you are about to assume. As you will learn both from this program and as you undertake your new assignment, federal service at this level may be very different from your past experiences.

I thank you for taking on this challenge and realize the sacrifices many of you have made to serve your country. I am confident that you will find government service most rewarding.

*Herald R. Ford*

T  
A  
B

B

THE WHITE HOUSE

WASHINGTON

May 3, 1976

TO THE NEW SENIOR POLICY APPOINTEES

The White House, the Civil Service Commission and the Office of Management and Budget have jointly designed an orientation program for Presidential appointees who are new to the Executive Branch.

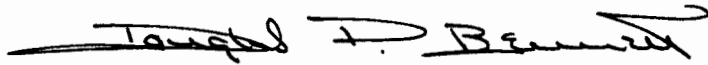
The purpose of this program is to acquaint you with the governmental process as you enter a position of public trust.

The orientation program will have three parts:

- A. The first is this notebook. It is a compilation of articles describing the functions and responsibilities of key White House and Executive Branch institutions. The articles are authoritative descriptions and should be read carefully, since in your future Federal service you will have occasion to deal with most, if not all, of these offices.
- B. The second part of the orientation sequence will be an informal dinner during which you will have an opportunity for unstructured discussion with several seasoned Federal executives. My office will be in touch with you to set up this event.
- C. The third part will be a two-day session at the White House for a more formal series of presentations by the Heads of most of the offices described in this notebook. You will have ample opportunity to ask questions. Again, my office will be in touch with you regarding these sessions.

For those whose appointments are subject to Senate confirmation, Parts B and C of this program are deferred until confirmation is completed and you have assumed the responsibilities of your new post.

Since this program is relatively new, we want to be sure it achieves its objectives. Please feel free to contact me or my staff if you have any questions or suggestions.

A handwritten signature in black ink, appearing to read "Douglas P. Bennett". The signature is written in a cursive style with a long horizontal stroke at the beginning.

Douglas P. Bennett  
Director  
Presidential Personnel Office



T  
A  
B

C

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